

## **Chapter 29. Emergency Elevator Access**

### **§2901. Master Elevator Keys**

A. Each lock for all elevators in this state that permits public access must be keyed for operation by one master elevator key as required in these rules. The purpose of these rules is to allow all elevators within the state to be operated by firefighters and emergency responders in the event of an emergency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1582.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2466 (November 2009).

### **§2903. Statewide Access**

A. Emergency elevator access shall be provided for each elevator that allows public access including, but not limited to, public elevators, service elevators, and freight elevators, in each of the following buildings in this state:

- 1 each building which is six or more stories in height, including, but not limited to, hotels and condominiums;
2. any building in this state which is six or more stories in height that has undergone substantial renovation after January 1, 2009.

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HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2466 (November 2009).

### **§2905. Requirements for Master Elevator Keys**

A. All elevator keys within the state as set forth in these rules shall be uniform and specific for the state of Louisiana. All elevator keys will be cut to a uniform key code, specified as “LA-UEK”.

B. Master elevator keys must be a patent protected design to prevent unauthorized duplication.

C. All elevator keys will be factory restricted (no uncut key blanks are to leave the factory) by the manufacturer to prevent the unauthorized distribution of key blanks.

D. Keys will feature angled cuts at varying depths to work in conjunction with elevating and rotating security pins in the corresponding locking device. Keys will also incorporate an additional side cut to operate a corresponding sliding element in the locking device.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1582.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2466 (November 2009).

### **§2907. Access to Master Elevator Keys**

A. Master elevator keys shall be made available only to:

1. elevator owners or their authorized agents;
2. elevator contractors licensed by the state of Louisiana;
3. Louisiana state certified inspectors;
4. state agency representatives authorized by the Office of the State Fire Marshal;
- 5 the fire chief or his designee of the fire department in whose jurisdiction the building is located.

B. Information pertaining to obtaining elevator keys is available at [www.lasfm.org](http://www.lasfm.org)

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1582.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2466 (November 2009).

### **§2909. Duplication of Elevator Keys Prohibited**

A. No person may duplicate a Master Elevator Key.

B. All elevator keys subject to these rules are to be coined with “RESTRICTED—DO NOT DUPLICATE”.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1582.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2466 (November 2009).

### **§2911. Obtaining Elevator Keys**

A. Persons authorized under this rule to possess a master elevator key shall apply to an authorized vendor using a master elevator key order form for the issuance of such key. The master elevator key order form may be obtained by visiting the Office of the State Fire Marshal website located at [www.lasfm.org](http://www.lasfm.org).

B. Applicants must send the completed form to the authorized vendor or vendors by mail, fax, or email. Once the authorized vendor or vendors receives the completed form, keys will be provided.

C. Authorized vendors will maintain copies of master elevator key order forms for verification on all subsequent orders. Applicants only need to submit forms on the first order.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1582.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2466 (November 2009).

**§2913. Equivalency for Existing Buildings; Locking Cabinets; Lock Boxes**

A. The following equivalency applies only to existing buildings constructed before January 1, 2009.

B. If the local certified fire prevention bureau determines that it is technically, financially, or physically impossible to bring a building's elevators into compliance with this rule, the local certified fire prevention bureau may accept as an alternative the installation of an approved high security locking cabinet. The locking cabinet must be keyed with a single, jurisdiction specific, non-duplicable keyed rapid entry system and be UL 1037 listed. The locking cabinet shall be installed in accordance with this section.

C. The local certified fire prevention bureau's decision regarding the alternative measure may be appealed by the building owner to the State Fire Marshal whose decision shall constitute final agency action for purposes of Louisiana Statutes. An appeal may be instituted by the appellant writing a letter to the Office of State Fire Marshal, 8181 Independence Blvd., Baton Rouge, LA 70806.

**D. Installation of Locking Cabinets**

1. The locking cabinet is permitted to be installed surface or recess-mounted.

2. The locking cabinet's front cover shall be hinged on the right side and shall be permanently labeled with the words "Fire Department Use Only—Elevator keys."

3. The locking cabinet shall be mounted at each elevator bank at the lobby nearest to the lowest level of fire department access.

4. Locking cabinets are required to be mounted 5'6" above the finished floor to the right side of the elevator bank.

5. Contents of the locking cabinet are limited to the master elevator key, additional elevator access tools and/or keys and information pertinent to emergency planning or elevator access as deemed necessary by the local fire department having jurisdiction.

**E. Multiple Elevator Banks**

1. In buildings subject to these alternative provisions which house two or more different elevator banks, a single, approved locking cabinet may be used when such banks are separated by not more than 30 feet.

2. In the buildings specified in Subsection A with elevators or elevator banks separated by more than 30 feet, separate approved locking cabinets must be used for each individual elevator or elevator bank so separated.

3. In situations of multiple elevators or elevator banks or in situations of space constrictions or content needs, the local certified fire prevention bureau may approve use of a high security, lock box or cabinet where it is deemed necessary. The approved lock box or cabinet must utilize the same single, jurisdiction specific, non-duplicable keyed rapid entry system as the locking cabinet and be UL 1037 listed. Lock boxes or cabinets are to be mounted in accordance with the above outlined specifications for locking cabinets.

F. Owner shall provide one key for the lock box or cabinet if it exists and provide up to two keys to the local fire department.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1582.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2467 (November 2009).

**§2915. Administrative Fine; Penalty**

A. Any person, business, or entity failing to comply with any provision of these rules shall be subject to an administrative fine of not more than one thousand dollars, in addition to any other penalty provided by law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 40:1582.

HISTORICAL NOTE: Promulgated by the Department of Public Safety and Corrections, Office of the State Fire Marshal Code Enforcement and Building Safety, LR 35:2467 (November 2009).